

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OS Significant Activities - Week of 8 - 14 December 1988

FROM:

Chief. Plans Branch/PPS/OS

EXTENSION

NO.

DATE

15 December 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/PPS

15 Dec

2.

EO/OS

12/15

3.

AD/OS

12/15

4.

PPS/Robbie

4 - Hand-carried  
to DDA-Mgt. staff  
12/15 - Jo  
not warged  
12/16/88

5.

6.

7.

8.

9.

10.

11.

12.

13. Regrade Confidential When  
Separated from Secret Attachment

14.

15.

SECRET

15 December 1988

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

[REDACTED]  
Director of Security

SUBJECT: Office of Security Significant Activities  
Week of 8 - 14 December 1988

25X1 1. This memorandum is for information only. [REDACTED]

2. The activities of the Office of Security (OS) during the week of 8-14 December 1988 were highlighted by the following items:

25X1 \*b. The Office of Security has received over 300  
25X1 requests from Agency and Intelligence Community computer  
users for the updated version of the personal computer (PC)  
utilities software. [REDACTED]  
[REDACTED]


25X1 \*c. The Office of Security's Information Security  
25X1 Group presented the first running of two Information  
Systems Security Courses for users and managers. The  
courses are designed to provide an overview of system  
security principles and policies. [REDACTED]  
[REDACTED]

SECRET

SECRET

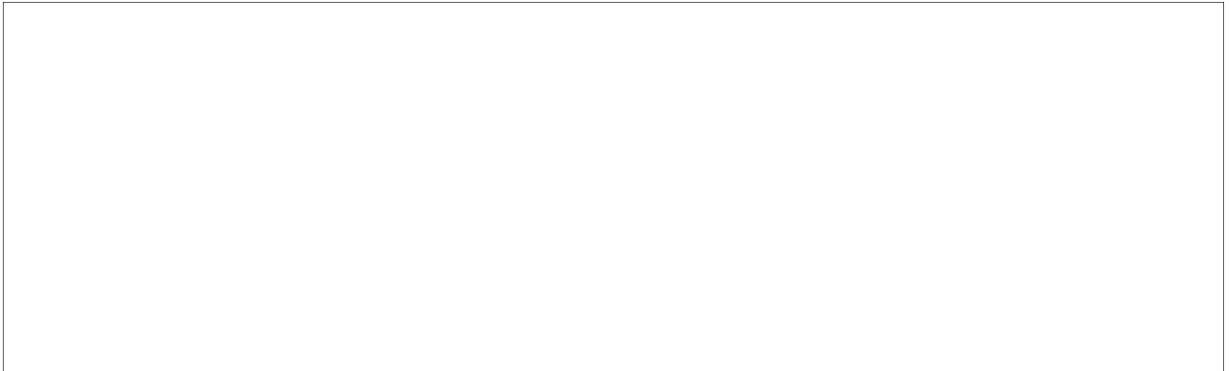
25X1



f. The Office of Security has initiated a poster program at the Headquarters and various other local Agency buildings promoting its Information Systems Security Awareness Training Program. An accompanying leaflet that provides a description of courses offered through May 1989 has generated a great deal of interest. 

25X1

25X1



SECRET

S E C R E T

SUBJECT: Office of Security Significant Activities  
Week of 8 - 14 December 1988

25X1 OS/PB/PPS/[ ] b1 (15 Dec 1988)

Distribution:

Orig - OS Reg. (Wanged to DDA/MS 16 Dec 88)

- 1 - D/S
- 1 - EO
- 1 - AO
- 1 - C/SES
- 1 - C/CMS
- 1 - DD/PS
- 1 - C/IG
- 1 - C/CI&SG
- 1 - C/CG
- 1 - DD/PTS
- 1 - C/TSG
- 1 - C/PASG
- 1 - C/EAG
- 1 - C/ISG
- 1 - PPS Chrono

S E C R E T